

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #15-066**

OPENING DATE: 28 May 15 **CLOSING DATE:** 11 Jun 15 **AGENCY:** 5709 **PIN:** 0292

POSITION: Facilities Maintenance Repairer III (Roads/Grounds)

STARTING SALARY: \$28,128.12

LOCATION OF POSITION: Mississippi Air National Guard, 186th Air Refueling Wing, 6225 M Street, Meridian, MS 39307.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237. **APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. High school education or GED and four (4) years experience related to the field of building and grounds maintenance.
2. Physical condition of such nature as to permit lifting, stooping, climbing and continuous moderately heavy work with the ability to move and lift objects weighing up to 60 pounds.
3. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. **As a condition of continued employment** must obtain a Class B Commercial driver's license (at applicant's expense) within 90 days of employment.
5. Must have experience in the operation of various types of wheeled vehicles, i.e., wheeled vacuum sweeper, bush hog, commercial mowers, and associated lawn care equipment.
6. Must be able to become familiar with air field movements. May be required to communicate with air Traffic Control Tower and Base Radio Nets.
7. Must be physically fit and capable of working outside in various weather conditions.
8. May be required attend school/seminars on various equipment.
9. Ability to communicate proficiently both orally and in writing.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Operates motorized vacuum sweeper on aircraft parking aprons, taxiways, runways, and base streets. Obtains all required clearance to gain access to aircraft ramp and airport runways.
2. Maintains and repairs sidewalks, curbs, driveways, storage areas and parking lot surfaces. Inspects and repairs ditches, drains, and culverts.
3. Maintains lawn/grass areas, performs landscaping and grass mowing duties.
4. Performs, documents, and applies chemical treatment for grounds.
5. Performs pest control for installation.
6. Operates, maintains, inspects, and repairs a variety of outdoor ground maintenance equipment.
7. Remove fallen limbs, tree branches, etc., as a result of high winds and storms.
8. Works as a member of maintenance team assisting with plumbing, electrical, HVAC and structural repairs.
9. Performs other related duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Oct 14)

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES:

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R dated 2 Jul 14**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.mil, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, ETC., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.